

HINA SHAH

BACHELOR IN SCIENCE

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9 United Arab Emirates
(currently)

Greet and assist visitors, clients, and employees with professionalism, providing accurate information and directing them to the appropriate departments. Works well as part of a team and communicates promptly and thoroughly with staff and customers. Keeps a tight schedule and manages time in an organized and attentive manner. Motivated office admin with one year experience also mathematic teacher in primary section with three year experience at a private institute in Pakistan.

EDUCATION

**Bachelor in Science
(2013-2016)**

QUAID-E-AZAM UNIVERSITY
Major
(computer, mathematics, statistic)

**Intermediate in
General Science
(2011-2013)**

ICS

EXPERIENCE

ADMIN OFFICER CUM RECEPTIONIST (1.5 year)

Key Responsibilities

- Receiving and answering all incoming calls, replying and drafting emails & messages.
- Organize schedule booking and appointments.
- Provide basic and accurate information and answer all client queries.
- Assists client to complete all necessary forms and documentation.
- Cashiering role handling payment via cash & card.

TEACHING IN SMART SCHOOL (3 years)

Key Responsibilities

- I served as a math teacher at Smart School for three years, where I taught students from grades 1 to 7.
- During this time, I developed engaging lesson plans that catered to diverse learning styles, fostering a
- positive and interactive classroom environment.

SKILLS

- Excellent communication and interpersonal abilities.
- high attention to detail and organizational skills.
- Ability to manage multiple task and meet deadlines.
- Professional and customer focused attitude.
- pro active and result driven with strong sense of accountability.
- High ethical standards and description in handling sensitive information
- Communication Skills
- Technical Knowledge
- Knowledge of Microsoft office , Ms.Excel etc
- Team work and collaboration
- Work under pressure
- Effectively pacing lessons to ensure all material is covered while allowing time for student questions and activities.
- Using materials and technology effectively to enhance learning

LANGUAGES

English

Urdu

Hindi